**Instructions**

* Complete a Staff Job Description.
* Complete the information below based on the current specifications of the position and the department’s recommended outcome.
* Discuss the recommended salary outcome with appropriate senior staff member or divisional representative prior to submitting the audit request and obtain approval for the funding source.
* Email this form, along with the new job description, to your HR Business Partner or Compensation Services.

|  |  |
| --- | --- |
| **Incumbent Name:** | **Date Prepared:** |
| **Supervisor’s Name:** | **Department:** |

**Current Specifications Recommended Outcome**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | | |  |  | | |
|  | |  |  |  | | |  |
| **Grade:** |  | | | |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **FTE Salary:** |  |  |  |
|  |  |  |  |
| **FLSA Status:** | Exempt \_\_\_\_ Nonexempt \_\_\_\_ |  | Exempt \_\_\_\_ Nonexempt \_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **Effective Date:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Funding Source:** | Department \_\_\_\_ Central \_\_\_\_ |  |

*Note: Auxiliary and ancillary units or divisions whose staff salaries are funded from endowment, restricted gifts, or research grants must be Department Funded.*

**In the space below, include the justification for this job audit request. State specifically the changes or additions to the new job description. Include any factors that impacted the changes to the position (i.e. organizational changes).**